

**From:** Bell, Jennifer C. DPI  
**Sent:** Thursday, June 13, 2019 2:34 PM  
**To:** High school principals, ACT test coordinators, and DACs  
**Subject:** WI Statewide ACT Assessments Update - June 13

Dear educators,

Below is a summary of reports dissemination information for each high school assessment. Much of this information was shared in the May biweekly ACT email. Updates are marked **NEW**.

**Please note that it is not permissible to publicly release Aspire and ACT results at this time.** Schools and districts may use results internally for data inquiry and school improvement planning, but results may not be shared with any members of the public. DPI will communicate a date for when results may be shared publicly in the DAC Digest once it is determined.

## ACT

- **Individual Score Reports Delivery** - All students in Wisconsin have received their scores from the statewide test date since ACT sends paper score reports to students' homes and schools 3-8 weeks after testing is completed. All schools have also received the High School Checklist Report, High School Student Reports, and Student Score Labels.
- **NEW - Profile Reports Delivery** - *Public release of this data is not permissible at this time.* Aggregate reports by school and district (called the [ACT Profile Report](#)) are now available to schools and districts in PearsonAccessNext (PANext). A student level data file is available to DACs in PANext. Please see the report samples and ACT Score Report Schedule linked on the [DPI ACT Data and Results page](#) for all dates and deliverables. These reports in PANext are for statewide grade 11 testing. ACT reports separately to each school on 2019 graduates' results, which include the most recent ACT score for each 2019 high school graduate.
- **Understanding Score Reports** - To help students, families, and educators understand the ACT score report, ACT has a number of resources. DPI has linked many of them at the [DPI ACT Data and Results Webpage](#). The [Understanding Your Scores](#) page (including an interactive score report) and [Using Your ACT Results](#) (also in [Spanish](#)) are helpful resources for students. [The ACT User Handbook for Educators](#) is a comprehensive resource that includes detailed information on scoring and reports.
- **Accessing Scores Online** - Students can access their ACT scores online one week after the paper score report is received. Students logon to [The ACT Student Web Account](#) and create an account using the information on their paper report. This information can be found on page 3 in the [Taking the ACT Test](#) booklet that students were provided when completing their answer document non-test information. Questions may be directed to [ACT Contact Us](#), [ACT-WebAccount@act.org](mailto:ACT-WebAccount@act.org), or ACT Student Services at (319) 337-1270.
- **ACT Retakes on National Test Dates** - Fee waivers are available to students with financial need. Schools order fee waivers and distribute them to students. Fee waivers are one of the "support materials" schools can [order online](#). [Ordering instructions](#) and [more information about fee waivers](#) are found on the ACT webpages. You may also call ACT Customer Care at 319.337.1320 and they can help you place an order. Free ACT test prep is available to *all* students through the [ACT Academy](#). Only the statewide, grade 11, ACT test is used for accountability.

## Aspire

- **Score Reports Delivery** - Scores will be reported in the Aspire portal in **early to mid-July**. Schools should download and print Individual Student Reports and distribute to students and families. Scores will be available in the portal until September 30. There are a number of additional reports that can be retrieved from the portal including skill and subject proficiencies by groups, by demographics, and by student. *Public release of this data is not permissible at this time.* The [Summative Reports Guide](#) lists all the reports that are available. There are [Summative Report Samples](#) and also a [training video](#) on how to access the reports in the portal.
- **Understanding Score Reports** - To help students, families, and educators understand the ACT Aspire score reports, there are a number of resources linked on the [DPI ACT Aspire Data and Results Webpage](#). This webpage includes links to Individual Student Report (ISR) cover letters in English, Spanish, and Hmong. The [Understanding Your ACT Aspire Results](#) document (also in [Spanish](#)) is a helpful resources for families. The [Interpretive Guide for ACT Aspire Summative Reports](#) provides more in-depth information on scoring and reports.

## WorkKeys

- **Score Reports Delivery** - Paper student score reports were mailed to schools in early June. These reports were shipped to the school and addressed to the ACT Test Coordinator. High schools received two reports for each student – the Individual Summary Score Report and the Summary Score Report. DPI recommends that schools distribute the Individual Summary Score Report to each student and keep the Summary Score Reports on file at the school. The schools also received a WorkKeys Roster Report for school use.
- **Accessing Reports Online** – All of the paper reports sent to schools (except the NCRCs) will also be available to schools in the Validus online reporting portal in **mid-June**. ACT sent two emails to school test coordinators on Tuesday, May 14 – one email with information about Validus and a second email with a reset password.
- **NEW - National Career Readiness Certificates Delivery** – Students who earned a 3 or better on all three WorkKeys tests receive a National Career Readiness Certificate (NCRC). NCRCs were printed and shipped to schools in early June. Schools must disseminate the NCRCs to students since they are not mailed directly to students' home addresses.
- **NEW - Accessing National Career Readiness Certificates Online** – **In late July**, student usernames and passwords for myworkkeys.com will be available in the WorkKeys school data files accessible to district staff in the DPI Secure Access File Exchange (SAFE). Districts are to work with schools to distribute the usernames and passwords to examinees. The sample [MyWorkKeys user id letter](#) may be used to distribute the login information to students and families. The letter is also translated into [Spanish](#) and [Hmong](#).
- **Understanding Score Reports** - A number of resources on the use and interpretation of WorkKeys National Career Readiness Certificates (NCRCs) and individual score reports are found on the [WorkKeys Data and Results Webpage](#) including the [WorkKeys Score Report Schedule](#).

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Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

**Aspire Help Desk**

855-730-0400

<http://www.act.org/content/act/en/products-and-services/act-aspire/act-aspire-contact-us.html>

**ACT Help Desk**

General: 800-553-6244, ext. 2800

Accommodations: 800-553-6244, ext. 1788; [actaccoms@act.org](mailto:actaccoms@act.org)

<http://www.act.org/stateanddistrict/wisconsin>

**General Information and Policies**

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**Student Data**

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*Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.*